

**CONTRACT #16**  
**RFS # 305.05-017**

**Department of State**  
**Library & Archives**

**VENDOR:**  
**Auto-Graphics, Inc.**



Department of State

Tennessee State Library and Archives  
403 Seventh Avenue North  
Nashville, Tennessee 37243-0312


RECEIVED

FEB 02 2007

FISCAL REVIEW

January 31, 2007

To: James White  
Executive Director, Fiscal Review Committee

From: Jeanne Sugg   
State Librarian and Archivist

RE: Request for approval of Non-Competitive Amendment

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We request approval of an amendment to our current Auto-Graphics, Inc. contract in order to continue services for an additional year. Amendment option was included in the original contract which was entered into in 2004 as a result of an RFP process.

This contract supports the online web catalog of Tennessee Public Library holdings, the statewide interlibrary loan system, online cataloging system for the 12 Regional Libraries, and the integrated library system for the Library and Archives.

Thank you for your assistance in this matter.

# REQUEST: NON-COMPETITIVE AMENDMENT

APPROVED

Commissioner of Finance & Administration

Date:

EACH REQUEST ITEM BELOW MUST BE DETAILED OR ADDRESSED AS REQUIRED.

1) RFS #

RFS 305.05-017

2) State Agency Name :

Department of State : Library and Archives

## EXISTING CONTRACT INFORMATION

3) Service Caption :

Provision of a statewide public library catalog, online interlibrary loan system, cataloging system, and integrated library system for Library and Archives.

4) Contractor :

Auto-Graphics, Inc.

5) Contract #

FA 04-15899-00

6) Contract Start Date :

April 1, 2004

7) Current Contract End Date IF all Options to Extend the Contract are Exercised :

March 31, 2009

8) Current Total Maximum Cost IF all Options to Extend the Contract are Exercised :

\$2,427,805.00

## PROPOSED AMENDMENT INFORMATION

9) Proposed Amendment :

002

10) Proposed Amendment Effective Date :

April 1, 2007

(attached explanation required if date is < 60 days after F&A receipt)

11) Proposed Contract End Date IF all Options to Extend the Contract are Exercised :

March 31, 2009

12) Proposed Total Maximum Cost IF all Options to Extend the Contract are Exercised :

\$2,427,805.00

13) Approval Criteria :  
(select one)

☐


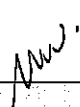
use of Non-Competitive Negotiation is in the best interest of the state



only one uniquely qualified service provider able to provide the service

14) Description of the Proposed Amendment Effects & Any Additional Service :

As stated in base contract, Amendment extends contract services by one year: no additional services.

<b>15) Explanation of Need for the Proposed Amendment :</b>		
Proposed amendment extends current library services for one year.		
<b>16) Name &amp; Address of Contractor's Current Principal Owner(s) :</b> (not required if proposed contractor is a state education institution)		
Auto-Graphics, Inc., 3201 Temple Avenue, Pomona, California		
<b>17) Documentation of Office for Information Resources Endorsement :</b> (required <u>only</u> if the subject service involves information technology)		
select one:	<input type="checkbox"/> Documentation Not Applicable to this Request	<input checked="" type="checkbox"/> Documentation Attached to this Request
<b>18) Documentation of Department of Personnel Endorsement :</b> (required <u>only</u> if the subject service involves training for state employees)		
select one:	<input checked="" type="checkbox"/> Documentation Not Applicable to this Request	<input type="checkbox"/> Documentation Attached to this Request
<b>19) Documentation of State Architect Endorsement :</b> (required <u>only</u> if the subject service involves construction or real property related services)		
select one:	<input checked="" type="checkbox"/> Documentation Not Applicable to this Request	<input type="checkbox"/> Documentation Attached to this Request
<b>20) Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :</b>		
Auto-Graphics contract was awarded through a competitive RFP process.		
<b>21) Justification for the Proposed Non-Competitive Amendment :</b>		
Original contract included the option of extending service for 2 one- year periods. This amendment exercises that option.		
<b>REQUESTING AGENCY HEAD SIGNATURE &amp; DATE :</b> (must be signed & dated by the <u>ACTUAL</u> procuring agency head as detailed on the Signature Certification on file with OCR— signature by an authorized signatory will be accepted only in documented exigent circumstances)		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               Agency Head Signature           </div> <div style="text-align: center;">               Date           </div> <div style="text-align: center;">             1/31/07           </div> </div>		

**FAX TRANSMITTAL****to Request OIR Procurement Endorsement**

053006

**TO :** Jane Chittenden, Director  
OIR Procurement & Contract Management **FAX # 741-6164**

**FROM :** Jack Stacy  
Bibliographic Services Coordinator **FAX # 741-6471**  
State Library and Archives

**DATE :** 1/23/2007

**RFS #** 305.05-017

**RE :** Procurement Endorsement — Amendment to extend current Auto-  
Graphics contract for one year to continue statewide provision of  
public library catalog, online interlibrary loan, cataloging system  
and integrated library system for Library and Archives.

**NUMBER OF FAX PAGES (including cover) : 1**

The nature and scope of service detailed in the attached service procurement document(s) appears to require Office for Information Resources (OIR) review and support, because the procurement involves information technology or information systems services.

This communication seeks to ensure that OIR is aware of the procurement and has an opportunity to review the matter. Please determine whether OIR is supportive of the procurement. If you have any questions or concerns about this matter, please call Jack Stacy at 532-4629.

Please indicate below your response to this proposed procurement, and return this communication at your earliest convenience (note the return FAX number above).

Thank you for your help.

Attachment(s)

**OIR Endorsement :**

Bill Ezell (sc)

**OIR Chief Information Officer**

1/25/07

**Date**

**AMENDMENT 002  
TO CONTRACT FA-04-15899-00**

This contract, by and between the State of Tennessee, Department of State, Division of Library and Archives, hereinafter referred to as the State, and Auto-Graphics, Inc., hereinafter referred to as the "Contractor," is hereby amended as follows:

1. Delete Section B.1 in its entirety and insert the following in its place:

B.1. Contract Term. This Contract shall be effective for the period commencing on April 1, 2004 and ending on March 31, 2008. The State shall have no obligation for services rendered by the Contractor which are not performed within the specified period.

2. Delete Section C.1 in its entirety and insert the following in its place.

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed One Million, Nine Hundred Thirty Thousand, One Hundred Fifteen Dollars (\$1,930,115.00). The Service Rates in Section C.3 shall constitute the entire compensation due the Contractor for the Service and all of the Contractor's obligations hereunder regardless of the difficulty, materials or equipment required. The Service Rates include, but are not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contractor.

The Contractor is not entitled to be paid the maximum liability for any period under the Contract or any extensions of the Contract for work not requested by the State. The maximum liability represents available funds for payment to the Contractor and does not guarantee payment of any such funds to the Contractor under this Contract unless the State requests work and the Contractor performs said work. In which case, the Contractor shall be paid in accordance with the Service Rates detailed in Section C.3. The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.

The other terms and conditions of this contract not amended hereby shall remain in full force and effect.

**IN WITNESS WHEREOF:**

**AUTO-GRAPHICS, INC.**

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**Albert Flores, Vice-President**

**Date**

**TENNESSEE STATE LIBRARY AND ARCHIVES:**

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**Jeanne D. Sugg, State Librarian and Archivist**

**Date**

**DEPARTMENT OF STATE, OFFICE OF SECRETARY OF STATE:**

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**Riley C. Darnell, Secretary of State**

**Date**

**APPROVED:**

**DEPARTMENT OF FINANCE AND ADMINISTRATION:**

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**M. D. Goetz, Jr., Commissioner**

**Date**

**COMPTROLLER OF THE TREASURY:**

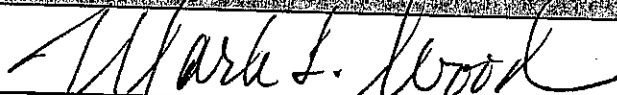
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**John G. Morgan, Comptroller of the Treasury**

**Date**

8-8-05

Mark, if Statement is TRUE		45,310	
<input checked="" type="checkbox"/> Contractor is on STARS as required		<input checked="" type="checkbox"/> Contractor's Form W-9 is on file in Accounts as required	
Allotment Code	Cost Center	Object Code	Fund
305.04	27340	082	11
Funding Grant Code		Funding Subgrant Code	
O57			
FY	State	Federal	Interdepartmental
2004		\$ 116,250.00	
2005		\$ 465,000.00	
2006		\$ 489,940.00	
2007		\$ 361,235.00	
TOTAL	\$ 2,280,000.00	\$ 1,432,425.00	\$ -
COMMITTEE FOR AMERICAN PEOPLE		COMMITTEE FOR AMERICAN PEOPLE	

COMPLETE FOR AMENDMENTS ONLY			State Agency Fiscal Contact & Telephone
FY	Base Contract & Prior Amendments	THIS Amendment ONLY	
2004	\$ 176,250.00		SHERLENE HOLT 741-2683
2005	\$ 465,000.00		
2006	\$ 465,000.00	\$ 24,940.00	 State Agency Budget Officer Approval
2007	\$ 348,750.00	\$ 12,485.00	
TOTAL	\$ 1,395,000.00	\$ 37,425.00	Funding Certification (certification required by T.C.A. § 9-4-5113 that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)
End Date			

Contractor Ownership									
<input type="checkbox"/>	African American		<input type="checkbox"/>	Disabled	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Small Business	<input checked="" type="checkbox"/> NOT minority/disadvantaged
<input type="checkbox"/>	Asian		<input type="checkbox"/>	Female	<input type="checkbox"/>	Native American	<input type="checkbox"/>	OTHER minority/disadvantaged—	
Contractor Selection Method									
<input type="checkbox"/>	<input type="checkbox"/> RFP				<input type="checkbox"/>	Competitive Negotiation		<input type="checkbox"/>	Alternative Procurement Method
<input type="checkbox"/>	<input type="checkbox"/> Non-Competitive Negotiation				<input type="checkbox"/>	Government		<input type="checkbox"/>	
Procurement Process Summary									

PROCE  
NOV 21 2005  
DIRECTOR OF ACCOUNT